

View annual leave entitlement details

This guide will explain how to view your entitlement details for the following absence types:

- Annual Leave – of you have a prescribed entitlement
- Additional Leave Purchased – If you have participated in this facility
- TOIL - if details TOIL (earned) has been recorded and authorised by your line manager

The Staff Connect absence management module is the only recognised University record of absence and is where you will now request periods of annual leave.

Staff Connect is linked to payroll and therefore it is important that all absences are entered promptly and accurately.

Immigration status

Please note that some immigration/ right to work statuses require individuals to inform their employer should they leave the UK for any period of time for personal and work related reasons. If you are required to record an absence from the UK please complete the Absence from the UK form in Staff Connect.

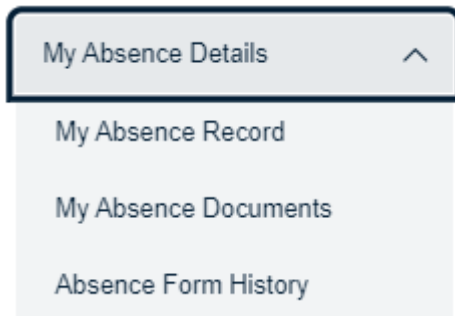
Quick Steps

Here are some quick steps on how to view your annual leave entitlements. Please see the section below for the full details user guide with screenshots.

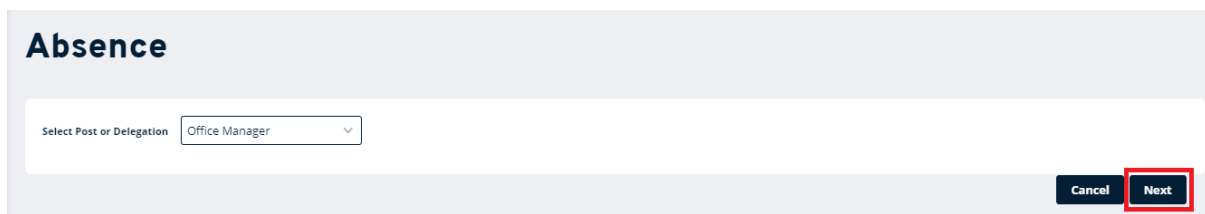
1. Click **My Absence Details** followed by **My Absence Record**
2. Select the post you wish to record this absence against if prompted
3. Scroll to the bottom of the page and click **View Entitlement Details**
4. Select **Annual Leave** from the drop down list
5. Review details. Any requests pending authorisation will not have been deducted from any remaining entitlement.
6. Use **Next** and **Previous** buttons to view future or historic entitlement periods.

Viewing Absence Entitlement Details

Click **My Absence Details** followed by **My Absence Record** from the left-hand menu in Staff Connect.



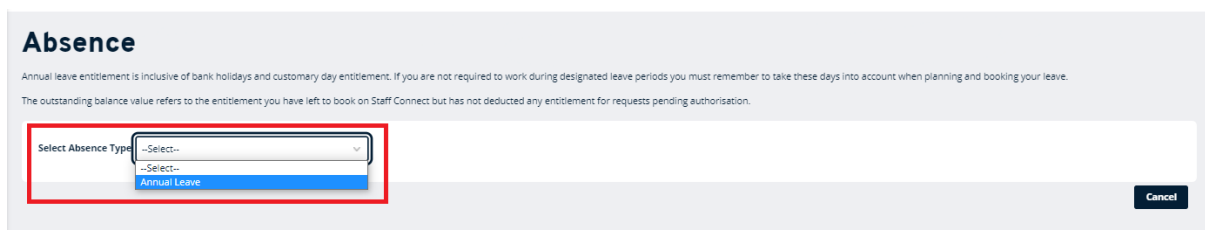
If you have more than one post the screen below will be displayed. Please select the post you wish to enter a period of annual leave for and then click **Next**.



Scroll to the bottom of the screen and click **View Entitlement Details** button.



Select the **Absence Type** from the drop down list to see your entitlement details.



Your entitlement details will load on screen.

Select Absence Type Annual Leave ▼

Entitlement Period from 01/01/2021 to 31/12/2021

Current Post :

As at Date : 20/04/2021

Unit Type : Hours

Entitlement : 301

Carry Forward : 14

Carry Forward Used : 14

Taken : 21

Booked : 147

Current Balance : 294

Outstanding Balance : 147

[Previous](#)

All absence entitlements are calculated in hours and will show the breakdown of:

- **Entitlement** – this is your full entitlement amount for the period selected.
- **Taken** – shows the total number of hours taken to date of authorised bookings.
- **Booked** – shows the balance of leave booked (historic and future authorised bookings).
- **Current Balance** – remaining entitlement as of today (does not factor in future authorised entries)
- **Outstanding Balance**- remaining entitlement hours still available for use.

Please note, all details will be correct at the time of viewing and will not take in to account any requests pending authorisation from your line manager or their delegeate.